



Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, Minnesota 55101-1854

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VIA EMAIL

MINNESOTA BULLETIN NO. 230-6-03

SUBJECT: EOP - VACANCY ANNOUNCEMENT - SPECIAL EMPHASIS PROGRAM  
MANAGER

Purpose. To solicit applications from Minnesota Natural Resources Conservation  
Service (NRCS) employees.

Expiration Date. October 28, 2005

<u>Announcement opens:</u>	October 11, 2005
<u>Announcement closes:</u>	October 28, 2005

Applications are being solicited for a collateral-duty Federal Women's Program for Minnesota NRCS to advise the State Conservationist, who is the Deputy Equal Opportunity Officer (DEOO), on matters affecting the employment and advancement of the special emphasis group of women.

Special emphasis programs provide a way to emphasize the unique organizational needs of specific underrepresented targeted groups. Special Emphasis Program Managers (SEPM) are an integral part of the overall civil rights program in NRCS. They are responsible for working and communicating effectively with both employees and management. SEPMs must be sensitive to the concerns of their groups but do not necessarily need to be a member of the group. Appointments to positions are made for a minimum of three years and may be renewed each year thereafter, not to exceed five years.

The primary qualifications are an understanding of the basic goals of civil rights and a commitment to and an interest in the specific emphasis program area for which applying. Any permanent full-time NRCS employee in Minnesota who meets these basic qualification requirements may apply. Selections and appointments will be made by the State Conservationist.

The position is termed "collateral-duty" since the incumbent will continue to perform the duties of his/her present position along with the duties of the special emphasis program manager position. The percentage of time allowed to perform these duties will vary but should generally not exceed 20% of the total working hours.

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The selectee will report directly to the STC on issues impacting his/her represented group. SEPMS serve as advisory members on the Minnesota NRCS Civil Rights Committee.

The employee selected for this position will attend an agency specific training conference for Special Emphasis Program Managers along with periodic training and/or conferences which will aid in the performance of their specific responsibilities of the position to which appointed.

Attached is an "application package." Applications will be accepted beginning October 11, 2005, through October 28, 2005. No applications will be accepted after October 28, 2005. Applications are to be sent to:

Gloria Larson, Human Resources Specialist  
Natural Resources Conservation Service  
375 Jackson Street, Suite 600  
St. Paul, Minnesota 55101-1854

If you have any questions regarding information in this bulletin, contact Gloria at (651) 602-7902.

/s/

WILLIAM HUNT  
State Conservationist

DIST: AE

Attachment

**COLLATERAL-DUTY SPECIAL EMPHASIS PROGRAM MANAGER  
APPLICATION**

**PART I - APPLICANT INFORMATION**

I want to be considered for appointment as Minnesota NRCS Federal Women's Emphasis Program Manager. I understand that the duration of this appointment is a minimum of three years.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Grade Level: \_\_\_\_\_

Location: \_\_\_\_\_

**PART II - EXPERIENCE** (*List positions held during the past ten years*):

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

From:\_\_\_\_\_ To: \_\_\_\_\_ Position: \_\_\_\_\_ Location\_\_\_\_\_

**PART III - PERFORMANCE RATING**

What was your rating on your last performance appraisal? \_\_\_\_\_  
(e.g., results achieved or results not achieved)

## PART IV - QUALIFICATION REQUIREMENTS

Applicants **must state** how they meet the basic qualification standards for EEO collateral-duty assignments as shown in the Qualification Standards Operating Manual for the GS-260, Equal Employment Opportunity occupational series at the GS-5 level (regardless of the grade level in your current position). ***On a separate piece of paper, titled Qualification Requirements, describe how you meet the following standards:***

An applicant may fulfill the basic qualification standards by meeting the following education **AND/OR** experience requirements. Equivalent combinations of education and experience are qualifying:

**EDUCATION:** Successful completion of a full four-year course of study above high school leading to a bachelor's degree in any field in an accredited college or university.

**AND/OR**

**EXPERIENCE:** Three years of progressively responsible experience, one year of which was at least equivalent to GS-4, which demonstrates the ability to:

- a. Analyze problems to identify significant factors, gather pertinent data, and recognize solutions;
- b. Plan and organize work; and
- c. Communicate effectively orally and in writing.

Such experience may have been gained in administrative, professional, technical, or other responsible work. Experience in substantive and relevant secretarial, clerical, or other responsible work may be qualifying as long as it has provided evidence of the knowledge, skills, and abilities (KSAs) necessary to perform the duties of the position to be filled. Experience of a general clerical nature (typing, filing, routine procedural processing, maintaining records, or other non-specialized task) is not creditable.

## PART V - KNOWLEDGE, SKILLS, AND ABILITIES

All applicants must respond to the following questions. ***On a separate sheet of paper, titled Knowledge, Skills, and Abilities, number your responses to coincide with the following:***

1. Why would you like to become the Federal Women's Emphasis Program Manager?
2. Describe what experience, if any, you have had in dealing with different kinds of people, people in different occupations, civil rights programs, etc.
3. What activities do you participate in, either at work or outside of work, that make you believe that you could be an effective Special Emphasis Program Manager? Please explain.
4. Being a Special Emphasis Program Manager is an additional work responsibility. Do you believe you can handle this additional responsibility, that may take up to 20% of your time, without it adversely affecting your other work performance? Please explain (*Note: Under Part V, your supervisor will be asked if he/she can make adjustments for this time in your work assignments.*).
5. Describe any other special abilities or qualifications that you possess that may contribute to your consideration for the Special Emphasis Program Manager position.

## PART VI - COMMITMENT

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### Concurrence By Immediate Supervisor

I understand that this is a "collateral-duty" position since the employee will continue to perform the duties of his/her present position while spending a percentage of time in the performance of the duties of a Special Emphasis Program Manager. I understand that the percentage of time allowed to perform these duties will vary but should generally not exceed 20% of the total working hours. I can make adjustments for this time in the employee's work assignments.

\_\_\_\_\_  
Immediate Supervisor's Signature

\_\_\_\_\_  
Date

Supervisor's Name and Title: \_\_\_\_\_

### Concurrence By Second-Level Supervisor (if other than immediate supervisor)

\_\_\_\_\_  
Second-level Supervisor's Signature

\_\_\_\_\_  
Date

Name and Title: \_\_\_\_\_

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Natural Resources Conservation Service  
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